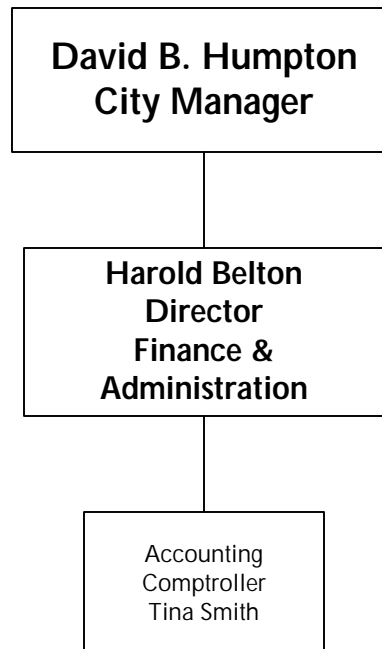




FINANCE & ADMINISTRATION



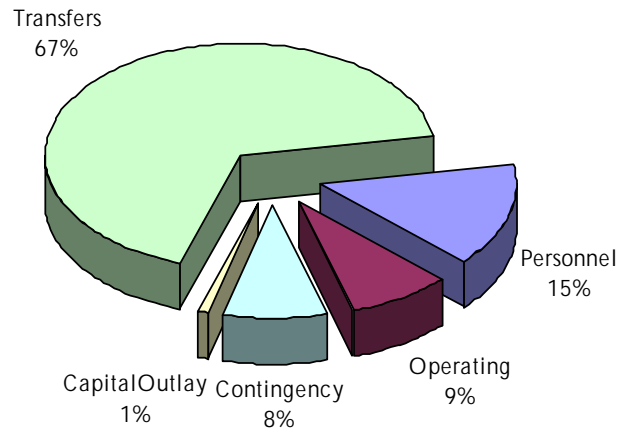
FINANCE AND ADMINISTRATION DEPARTMENT OVERVIEW

MISSION:

To maintain superior standards in governmental accounting and reporting. Provide accurate, timely personnel information, services, and financial system training for all City employees.

Budget Summary	Budgeted 2002 - 03	Budgeted 2003 - 04	Proposed 2004 - 05	Adopted 2004 - 05
Finance & Administration	\$ 561,726	\$ 601,974	\$ 626,611	\$ 626,611
General Services	87,195	97,270	101,290	101,385
Non-Departmental	5,947,237	5,604,573	6,942,357	6,942,357
TOTAL	\$ 6,596,158	\$ 6,303,817	\$ 7,670,258	\$ 7,670,353

Finance and Administration
FY 2005 Budget of \$7,670,353



FINANCE AND ADMINISTRATION DEPARTMENT OVERVIEW

STAFFING SUMMARY BY POSITION:

1141 - Finance & Administration	FY 04	FY 05
Director of Finance & Administration	1.0	1.0
Comptroller	1.0	1.0
Senior Accountant	1.0	1.0
Accounting Technician	2.0	2.0
Administrative Secretary	1.0	1.0
Part-Time Personnel	0.3	0.3
Subtotal	6.3	6.3
1149 - General Services	FY 04	FY 05
None	0.0	0.0

1911 - Non-Departmental	FY 04	FY 05
None	0.0	0.0

TOTAL	FY 04	FY 05
Personnel	6.3	6.3

Finance & Administration

1141 - Finance & Administration

SERVICES PROVIDED:

The Finance & Administration Department is responsible for overseeing and preserving the fiscal stability of the City and the safeguarding of City assets, as well as providing reporting and analysis to departments and external customers. The department maintains the highest standards in governmental accounting, management and financial reporting. Finance and Administration prepares the City's annual budget, processes all City disbursements to vendors and employees, and implements fiscal policy as directed by the City Manager.

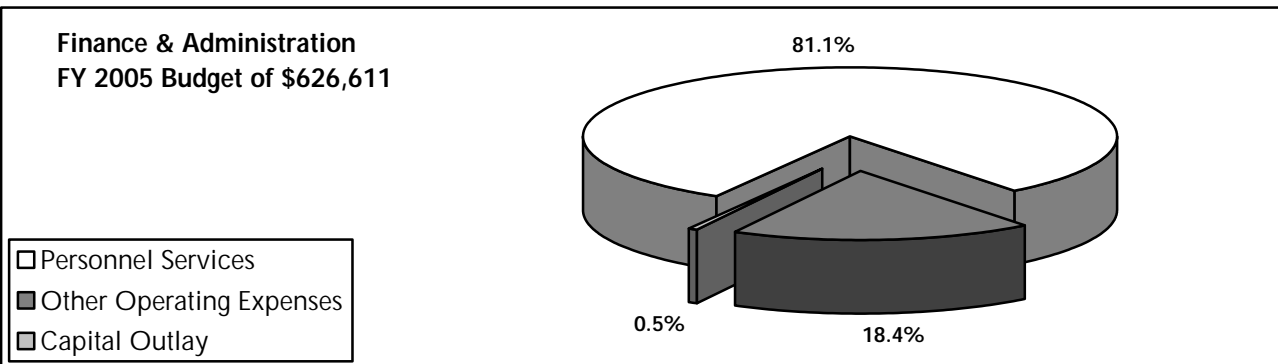
FY WORK PLAN GOALS:

- Maintain Fixed Asset Accounting module in MUNIS, complying with GASB 34.
- Provide the citizens of Gaithersburg and City staff with a clear and comprehensive budget document that thoroughly communicates the financial plan of the City.
- Provide user departments with on-line requisitioning and interactive reporting capability in MUNIS.
- Retain GFOA's Distinguished Budget Award and Certificate of Achievement for Excellence in Financial Reporting.

SIGNIFICANT CHANGES FOR FY 05:

- Accounting & Audit decreased \$10,000 due to lesser need in FY 05 after the first year of GASB34.

Summary	Budgeted 2002 – 03	Budgeted 2003 – 04	Proposed 2004 – 05	Adopted 2004 – 05
Personnel Services	\$463,096	\$479,760	\$508,211	\$508,211
Other Operating Expenses	95,225	118,855	115,040	115,040
Capital Outlay	3,405	3,359	3,360	3,360
TOTAL	\$561,726	\$601,974	\$626,611	\$626,611



Performance Measures	Actual 2002 – 03	Budgeted 2003 – 04	Projected 2004 – 05
Number of MUNIS related assistance provided			50
Number of internal control and cash audit			8
Number of A/P invoices paid	18,187	18,500	18,500
Maximum number of days to process invoices	5	5	5
GFOA comments on CAFR	5	5	5
GFOA comments on Budget	5	5	5

Finance & Administration

1149 - General Services

SERVICES PROVIDED:

General Services is responsible for providing supplies and maintenance services that are purchased and used for the general benefit of all departments, including office supplies, copy services and supplies, stationery, and envelopes.

FY WORK PLAN GOALS:

- Provide for optimal cost effective procurement of equipment, services and operating supplies needed by the City.

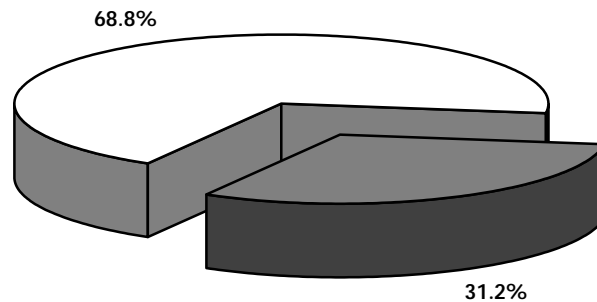
SIGNIFICANT CHANGES FOR FY 05:

- No significant changes.

Summary	Budgeted 2002 – 03	Budgeted 2003 – 04	Proposed 2004 – 05	Adopted 2004 – 05
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	55,535	65,620	69,630	69,725
Capital Outlay	31,660	31,650	31,660	31,660
TOTAL	\$87,195	\$97,270	\$101,290	\$101,385

General Services
FY 2005 Budget of \$101,385

- ☐ Other Operating Expenses
- ☒ Capital Outlay



Finance & Administration

1911 - Non-Departmental

SERVICES PROVIDED:

Non-Departmental is used to provide City-wide funding not directly related to a specific department. This section of the annual budget contains expenditures essential to the City government's operation which, because of their nature, are cross-departmental. These include premiums for Workers' Compensation Insurance; unemployment compensation contribution; property and liability insurance; and the City's self-insurance fund. Also included in this activity are appropriations to be transferred from the General Fund to the Capital Projects Fund.

FY WORK PLAN GOALS:

- Provide appropriate and necessary funding for non-departmental expenditures.

SIGNIFICANT CHANGES FOR FY 05:

- Contributions decreased \$5,000 due to a decrease in the request by Fireman's Fund - GWGVFD.
- Group Insurance - Retirees decreased \$29,931 due to a reduction in number of retirees enrolled in health care.

SIGNIFICANT CHANGES FOR FY 05:

- Insurance - Not Payroll decreased \$101,356 due to reclassification of expenditure. An offset can be found in Workers' Compensation Insurance, object 513000.
- Miscellaneous increased \$18,500 due to information provided by Montgomery County that beginning in FY 05 they will begin to charge the City for tax billing and receipting services.
- Professional Dues & Certification Fees increased \$21,100 due to the decision of Montgomery County to no longer participate in the City's COG funding.
- Retirement Contribution (401A) decreased \$10,400 due to monies reallocated to Retirement Health Savings (RHS) object 515100.
- Retirement Health Savings (RHS) Increased \$10,974 is due to monies reallocated from Retirement Contribution (401A), object 515000.
- Transfers to Other Funds increased \$1,352,817 for additional funding needed in the CIP.
- Workers' Compensation Insurance increased \$84,980 due to claims history and the need to increase reserves.

Summary	Budgeted 2002 – 03	Budgeted 2003 – 04	Proposed 2004 – 05	Adopted 2004 – 05
Personnel Services	\$586,025	\$569,285	\$621,008	\$621,008
Other Operating Expenses	356,200	547,550	480,794	480,794
Contingency	650,000	650,000	650,000	650,000
Transfers	4,444,911	3,837,738	5,190,555	5,190,555
TOTAL	\$5,947,237	\$5,604,573	\$6,942,357	\$6,942,357

Non-Departmental
FY 2005 Budget of \$6,942,357

- ☐ Personnel Services
- ☐ Other Operating Expenses
- ☐ Contingency
- ☐ Transfers

